



## **Aquatic Resources Cartographer**

### **Aquatic Resources Division**

**Recruitment #2007-01-4613**

#### **AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the Public Land Trusts.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

The DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1400 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

**Job Classification:**

Cartographer 2

**Type of Position:**

This is a non-permanent position expected to last 6-9 months.

This position is not union-represented.

**Monthly Salary Range:**

\$3,371 - \$4,315, depending on qualifications

**Benefits Package:**

Health and dental insurance, retirement pension, vacation, sick leave and holidays

**Posting Date:**

January 24, 2007

**Closing Date:**

February 7, 2007

**Location:**

Olympia, Washington

#### **POSITION PROFILE**

This position uses Arc GIS software and traditional cartographic techniques to design and produce standard and custom cartographic products, develop digital data layers, and manage spatial data in the Aquatic Resources Division. The position will support the spatial data needs for the statewide aquatic land management program, reporting to the Business and Legal Services Unit Manager. The essential functions include:

**Database Management and Analyses:**

- Updates and maintains data layers that support planning, monitoring, and land management decision-making.
- Creates new data layers as needed.
- Addresses requests for data from external parties.
- Organizes various existing and new in-house datasets.
- Provides assistance to Aquatics Program staff in data interpretation, queries, and simple data analyses.

**Cartography Support:**

- Prepares production-level maps and work maps for Aquatics Program projects.
- Develop guidelines for the preparation and administration of aquatic use authorization agreements and contracts.

#### **REQUIRED POSITION QUALIFICATIONS**

- Demonstrated skills in computer cartography and GIS applications. Advanced understanding of GIS concepts including projections, topology, relational databases, and cartographic production.
- Experience in MS Access and Excel.
- Ability to effectively and respectfully communicate with a diverse clientele, internal and external to the organization.
- Ability to effectively multi-task and prioritize projects.

- Effective organizational skills and follow-through on assignments.

#### Behavioral Competencies:

- Ability to work well in a team
- Ability to communicate and to work effectively with programs, regions, other agencies, tribes and general public effectively through a variety of mediums
- Ability to think independently and creatively solve problems.
- Timeliness in meeting deliverables; punctuality and motivation to produce high quality products.

#### **DESIRED POSITION QUALIFICATIONS**

- Basic knowledge of statistics.
- Knowledge of uses and management practices for various classes of land; basic surveying and aerial photography; laws, regulations and policies pertaining to state management of lands.

#### **SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS**

- Position works in an office environment in the Aquatic Resources Division. Majority of work is performed in a team setting.
- The office hours of the Aquatic Resources Division are 8:00 AM - 4:30 PM, Monday - Friday. The position needs to be able to work a regular schedule within these office hours.
- Must be at least 18 years of age at the time of hire.

#### **WHO MAY APPLY**

This recruitment is open to anyone who meets the required qualifications for this position.

#### **APPLICATION PROCESS**

To be considered as an applicant for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your cover letter how you learned of this opportunity.
- A completed application - [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)
- A current, detailed resume with employment history

By submitting the application you are indicating that all information is true and accurate to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The first screening will be based on information contained in your letter of interest and your resume.

Submit all materials by the closing date to:

<b>Electronic method preferred</b>	OR other method
<a href="mailto:dnrrecruiting@wadnr.gov">dnrrecruiting@wadnr.gov</a>	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

**NOTE: Please indicate Aquatic Resources Cartographer, Recruitment #200-01-4613 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Lisa Randlette at (360) 902-1085 or e-mail us at [DNRrecruiting@wadnr.gov](mailto:DNRrecruiting@wadnr.gov).

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